
Subject: Changing a Food Package

Effective Date: October 1, 2004

Revised from:

Policy: Except for changes in Formula type, food packages will only be changed if no checks for the issuance month have been redeemed. This includes issuing formula to an exclusively breastfed infant or increasing the amount of formula provided to a supplemented breastfed infant.

The type of formula issued to a WIC client may be changed after all required information is documented in the WIC record (see Policies FCI: 02.01.00, FCI: 02.01.01, FCI: 02.01.02, FCI: 02.01.03, FCI: 02.01.04, FCI: 02.01.05, FCI: 02.02.01 or FCI: 02.03.04) and the non-redeemed checks and/or the WIC purchased formula have been returned to the WIC clinic. (See policy FCI: 02.05.00). The amount of formula issued may not exceed the total of the cans plus the amount on the checks returned.

Procedure:

The **Void/Replace Checks Wizard** is used to void and replace checks for a client when the original checks have not been cashed. This wizard displays a list of check(s) available to be voided and provides a place to select a different food package and/or the number of checks the food package is spread over. The food package or number of checks may only be changed if the entire group of checks (all checks issued with the same first day to use) is voided. A note must be made in this wizard to explain the reason for replacing the checks.

The **Reissue Formula Checks Window** is used to generate new checks for formula when at least one of the original checks has already been cashed and the client brings in the purchased formula and/or remaining checks in exchange for new formula checks. A note should be placed in the note section stating the exact type of formula and how much was returned.

If a client brings back both formula and checks, the **Void/Replace Checks Wizard** must be used to void the original checks.